

**Worden UMC**  
298 E 900 Road  
Baldwin City, KS 66006  
785-594-7598

## Contract for Facilities Use

We, \_\_\_\_\_, do hereby enter into a contract for the use of the Worden UMC facilities for \_\_\_\_\_, on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

(Dates of event)

(Time)

(Time)

- All requests for use of the facility must be made through the church office.
- Use of the facility is subject to final approval of the pastoral staff and/or the Board of Trustees.
- A church event coordinator will be assigned to your group and will be your contact person once a date has been set.
- We agree to be good stewards of the church property and use the facilities with proper respect. We agree to assume the responsibility for any and all damages to the church property.
- We understand that NO intoxicating beverages or cereal malt beverages may be used in the church building or on church grounds.
- We understand that NO food or drink is allowed in any part of the building, except for the Friendship Hall and the Kitchen.
- We understand that NO smoking is permitted inside the church.
- We understand that we are to hire one of the church sound technicians to run the sound board for all wedding events. (see fee schedule below)
- Any group having an activity in the building will be responsible for the following:
  1. Setting us for the activity.
  2. Replacing the furniture in the configuration you found it in.
  3. Sanctuary furniture should not be moved unless prior arrangements have been made.
  4. The user accepts full responsibility for any damage or cleaning of the facilities after the event. This would include returning furniture to its proper place. The user will be contacted regarding any discrepancies. If the facilities are not acceptable, the user will be liable for the cost or completion.
  5. Any and all supplies such as paper plates, napkins, etc.
  6. Decorations in any part of the facility are limited to those that require NO tacks, nails, pins, tape, glue, or other material that will deface the property.
    - Use of any sound equipment shall require an authorized church sound technician.
    - Facilities Fees are as follows:
      1. Sanctuary \$500.00 per day
      2. Fellowship Hall and Kitchen \$250.00 per day

- 3. Other Events: Negotiated fees will be established based upon the type of event.
- 4. Security Deposit \$250.00 per event (this deposit will be returned if the areas in use were found clean and in an acceptable order)

**Members** of the church: no charge however, a donation of \$150 is encouraged to offset the cost of building maintenance and utilities.

**Weddings:** some additional pastoral fees will be set upon meeting with the minister.

We thank you for your interest in using the facilities of Worden United Methodist Church. We hope that your time in our building will be Christ filled and inspirational. If you should need other assistance or would like to receive more information about our church family, please contact the church office or let your event coordinator know.

I do hereby agree to the above contractual agreement:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Responsible/Contract person)

Contact home phone and cell phone numbers: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Worden UMC Representative)